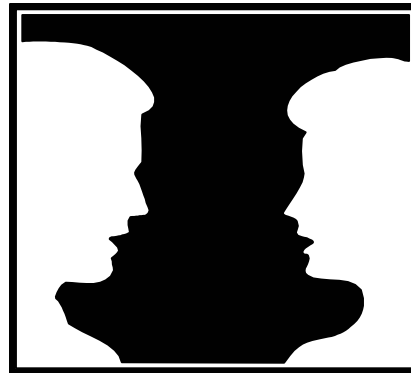


# The Interview Process

## Module 8



# Objectives

**At the end of this module, you will be able to:**

Make an effective personal presentation.

Interview effectively.

Write a thank-you letter.

Follow up on an interview.

Negotiate the terms of a job offer.

Write a job acceptance letter.

# Dressing for Success

**Women aiming to market themselves for professional positions, should wear:**

Skirt suit or separates

White or light colored blouse

Coordinating or nude hose

Hem length at, or below, the knee

Simple shoe with moderate heel

Minimal jewelry

No perfume/discreet make-up

# Dressing for Success

**Women aiming to market themselves for other positions should wear:**

Pant-suit, separates, dress

Conservative, professional colors and patterns

Coordinating hose or stockings

Low heel or flat shoe

Minimal jewelry

No perfume /discreet make-up

# Dressing for Success

**Men aiming to market themselves for professional positions should wear:**

Dark single-breasted suit (e.g., navy or gray)

White shirt

Coordinating tie

Black leather shoes

# Dressing for Success

**Men aiming to market themselves for other positions should wear:**

Dark pants

White or light colored shirts

Tie

Sportscoat

Black leather shoes

# Interview Preparation

Do research

Practice answers

Prepare questions

Know the interviewer's name

Know the location

Sleep

Dress appropriately

Bring the necessary items

Arrive 10 minutes early



# Purposes of Interviews

Screening applicants

Selecting applicants





# Types of Interviews

Individual

Board

Stress



# Interview Stages

1. Introductory
2. Employer Questions
3. Applicant Questions
4. Closing

# Verbal and Nonverbal Skills

Handshake and a smile

Make eye contact

Sit up straight and lean slightly forward

Use natural gestures

Think before you speak

Ask for clarification

Speak clearly and not too fast

Show enthusiasm in your voice

Use proper grammar

Listen carefully

Thank the interviewer for the time

Ask for their business card

# Common Interview Questions

## Exercise Steps

Individually think about a position for which you would like to interview

Use the worksheet in your Participant Guide to write your answers to the questions listed

15 minutes

# Types of Interviewer Questions

Tell me about yourself.

Why are you leaving your current position?

What do you consider your most significant accomplishment?

Why do you believe you are qualified for the position?

What do you consider your most significant strengths?

What do you consider your most significant weakness?

# Non Job-Related and Illegal Questions

What is your date of birth?

What is your marital status?

What does your spouse do?

Do you have any children?

How is your health?

Have you ever received Workers' Compensation?

Have you ever been convicted of a crime?

# Purposes of Asking Questions

Enables the interviewer to learn about your thinking skills

Indicates that you have a strong level of interest in the position and the organization

Enables you to determine if there is a match between your needs and goals, and the job

Enables you to determine if there is a match between your values and attitudes and the organization's culture

# Possible Questions to Ask

What are the specific responsibilities of the job?

Where does the job fit into the organization?

To whom would I report?

How would you describe the work environment?

Do your employees work individually or as a team?

How would I be trained or introduced to the job?

What career opportunities exist in the company?

What are the department's goals for the year?



# Interviewing Role-Play Exercise Steps

Form groups of three

Roles = Observer, interviewer, interviewee

Use possible interview questions in the Participant Guide, refer to the Match if helpful

Observer provided feedback at end

10 minutes then switch roles

# Purposes of a Thank-you Letter

To restate your interest

To thank the interviewer for the time

To add any new information

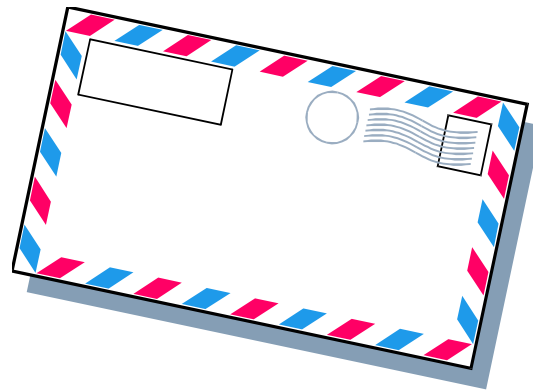
# Thank-you Letter Guidelines

No more than  $\frac{1}{2}$  page

Use white or beige,  $8\frac{1}{2}$ " x 11" bond paper

Use an easy-to-read font

Mail one day after the interview





# Purposes of a Follow-up

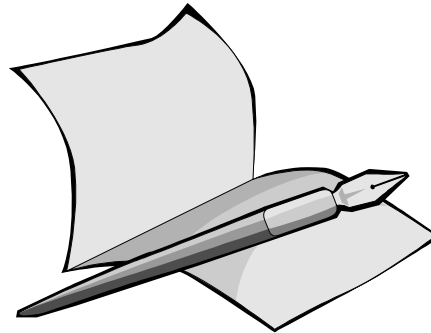
To find out the status of the hiring decision

To get feedback if not hired

# Methods for Negotiating

In person

In writing



# Negotiation Guidelines

Be positive and polite

Express your appreciation and interest

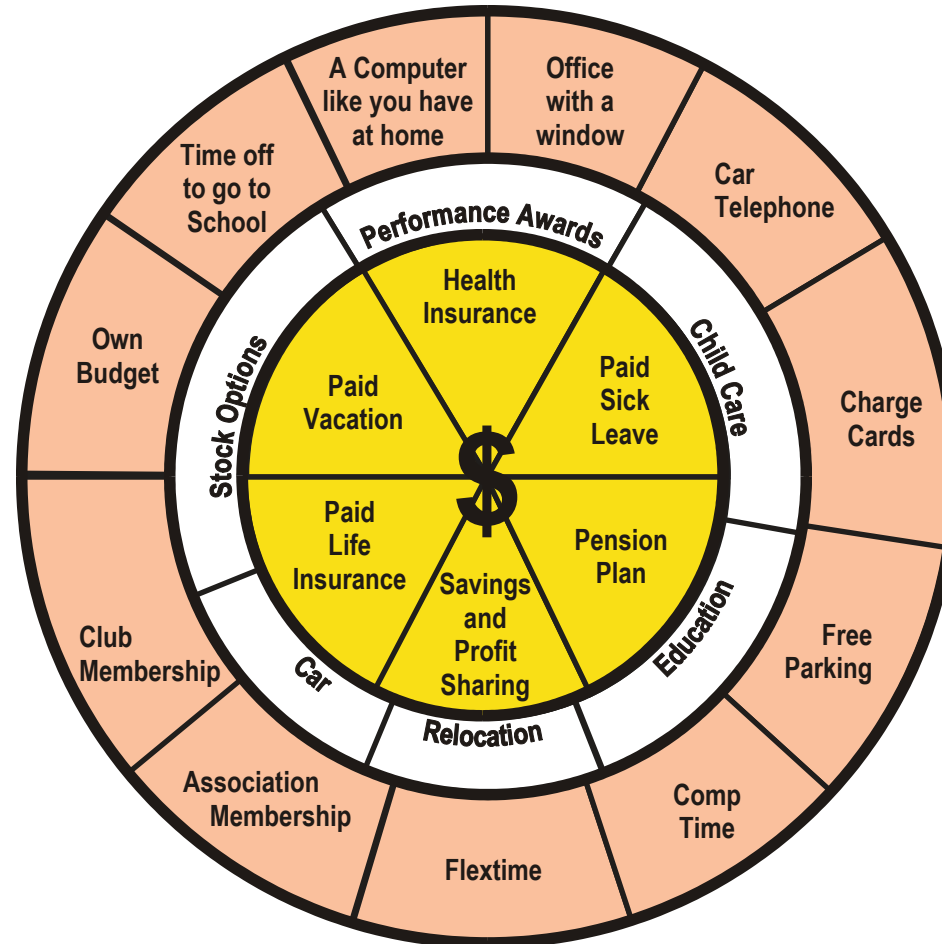
Mention the issues of concern and possible compromises

Try to negotiate salary first and then benefits

Know your current market value

Be willing to accept the low end of your salary range

# Benefits Model



# Job Acceptance Letter Guidelines

Address your letter to the person who made the offer

Verify your job title and responsibilities

Verify your salary and benefits

Verify your starting date



# Summary

## **In this module you:**

Learned effective verbal and nonverbal communication.

Discussed insightful questions to ask during an interview.

Reviewed writing a thank-you letter.

Discussed why to make a follow-up call.

Reviewed why to negotiate only if the initial terms are unacceptable.

Reviewed a job acceptance letter.